

DEPARTMENT OF ADMINISTRATIVE SERVICES

# Milwaukee County



October 23, 2017

TO ALL INTERESTED CONSULTANTS

COMPANY NAME: \_\_\_\_\_

**RE: MILWAUKEE COUNTY -  
ANNUAL CONSULTING SERVICES 2017**

- a) Request for Qualifications (RFQ)
- b) Request for Proposal (RFP)

Please consider this letter as a "Request for Qualifications" (RFQ) and a "Request for Proposal" (RFP) for Milwaukee County's "Annual Consulting Services" program. Indicate by checking the boxes which specialties you would like to be considered for:

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> SPACE PLANNING/INTERIOR DESIGN
<input type="checkbox"/> STRUCTURAL ENGINEERING	<input type="checkbox"/> ELECTRICAL ENGINEERING
<input type="checkbox"/> ELECTRICAL TESTING – HIGH VOLTAGE	<input type="checkbox"/> CIVIL ENGINEERING
<input type="checkbox"/> HVAC ENGINEERING	<input type="checkbox"/> HVAC TESTING & BALANCING
<input type="checkbox"/> PLUMBING ENGINEERING	<input type="checkbox"/> TRAFFIC ENGINEERING
<input type="checkbox"/> LAND AND CONSTRUCTION SURVEY	<input type="checkbox"/> CONSTRUCTION MATERIAL
<input type="checkbox"/> CONSTRUCTION MANAGEMENT	<input type="checkbox"/> SAMPLING/TESTING
<input type="checkbox"/> CONSTRUCTION COST ESTIMATING	<input type="checkbox"/> STORM WATER MANAGEMENT
<input type="checkbox"/> GEOTECHNICAL	<input type="checkbox"/> HIGHWAY DESIGN SERVICES
<input type="checkbox"/> GEOTECHNICAL INVESTIGATION &	<input type="checkbox"/> ELECTRONIC DATA COLLECTION
<input type="checkbox"/> MATERIAL TESTING (UNIT PRICES)	<input type="checkbox"/> INDUSTRIAL HYGIENE SERVICES
<input type="checkbox"/> BRIDGE DESIGN SERVICES	<input type="checkbox"/> LAND CONSERVATION SERVICES
<input type="checkbox"/> ENVIRONMENTAL SERVICES	<input type="checkbox"/> GIS CONSULTANT
<input type="checkbox"/> ROOFING TESTING & DESIGN	<input type="checkbox"/> _____ OTHER

If the qualification statement and the proposal is accepted, your firm will be issued an Annual Consultant Agreement for Professional Services" (Type "B" Agreement) for calendar year 2018.

If you agree to participate in this program, it is anticipated that you will be requested to submit "Lump Sum" or "Not-to-Exceed Actual Cost" proposals for specific individual projects as the need arises. These projects will normally be of a minor scope and rapid response will be required. The professional services fees will be less than \$30,000 per project. In addition, there is no guarantee that your firm will receive any work nor is there any intention of exclusivity.

The following submittals are requested:

**I. QUALIFICATION STATEMENT**

In this document, please provide the following:

- a. Profile of your Firm
  - Date established, average staff size, average project size, specialties, etc.

MILWAUKEE COUNTY A&E/ES • 633 W. WISCONSIN AVENUE, SUITE 1000 • MILWAUKEE, WI 53203

PHONE NUMBER: - Architecture Engineering & Environmental Services 278-4861  
FAX NUMBER: - Architecture Engineering & Environmental Services 223-1366

- b. Accomplishments of Firm
  - Significant projects, with description of firm's work; awards; recognition.
  
- c. Profile of Current Staff
  - For staff to be assigned to County's projects.
  - Indicate professional education, professional registrations, years of experience (since graduation/since registration).

## **II. PROPOSAL**

Complete all applicable blank spaces in attached "Type "B" Agreement". (Non-applicable spaces to be marked "N.A.").

Milwaukee County has made changes to the standard terms and conditions of this Consultant Agreement. Some of these changes include but are not limited to the following area:

- Updated insurance requirements

Consultants interested in submitting proposals in response to this request should be sure to review any changes and make inquiries as required. Incomplete proposals will not be processed.

Special attention is directed at the following:

- a. Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule. (Attachment "B-1 and B-2")
- b. Submit commitment to TBE goals. (TBE-14)  
Submit strategy with your proposal. (Attachment "F")
- c. Insurance (7.1 - 7.4)  
Submit all applicable insurance certificates with your proposal, including endorsements and waivers as required
- d. Signature, of authorized agent for consultant firm, on signature page. (Attachment L-1)
- e. Applicable Law (Section 14)

Milwaukee County reserves the right to reject all incomplete proposals.

Your submittals should reach the Architecture, Engineering and Environmental Services Section by Friday, November 10, 2017 at 4:00pm.

Submittals should be addressed to:

Katie Dunne  
Milwaukee County A&E / ES  
633 W. Wisconsin Avenue, Suite 1000  
Milwaukee, WI 53203

For any questions, contact Katie Dunne at 414-278-4874 or [Katie.dunne@milwaukeecountywi.gov](mailto:Katie.dunne@milwaukeecountywi.gov)

*Gregory G. High, Director*  
**Architecture, Engineering and Environmental Services Section**  
**Department of Administrative Services**

GGH:KLD

Enclosure: Type "B" Agreement